
Phone # of Preparer

A complete fixed asset listing of all personal property or machinery and tools must be furnished. Incomplete forms will be returned. Penalties may apply. Please include a separate list of disposed assets to be deducted from prior years returns.

2010 THIS SECTION MUST BE COMPLETED BY TAXPAYER OR AUTHORIZED PREPARER 2010

| SCHEDULE 1 | Report the total cost by year of purchase, of all personal property owned and located in City of Salem January 1st. | | PROPERTY NUMBER |
|--|---|--|--|
| YEAR PURCHASED | COST OF PROPERTY REPORTED IN 2009 | ENTER COST OF PROPERTY BY YEAR OF PURCHASE DISPOSED ACQUIRED | TOTAL COST BILLED IN 2010 & Depreciation Schedule |
| Property purchased in 2004 and PRIOR | | | 25% |
| Property purchased in 2005 | | | 30% |
| Property purchased in 2006 | | | 40% |
| Property purchased in 2007 | | | 50% |
| Property purchased in 2008 | | | 60% |
| Property purchased in 2009 | | | 70% |
| TOTAL COST ALL PROPERTY | | | |

List all personal property regardless of the date purchased and whether fully depreciated or not.

| SCHEDULE 2 MANUFACTURERS ONLY | Report the total cost by year of purchase, of all machinery & tools owned and located in City of Salem January 1st. | | |
|--|---|---|--|
| YEAR PURCHASED | TOTAL CAPITALIZED COST OF MACHINERY & TOOLS REPORTED IN 2009 | ENTER TOTAL CAPITALIZED COST OF MACHINERY & TOOLS BY YR OF PURCHASE DISPOSED ACQUIRED | TOTAL COST BILLED IN 2010 & Depreciation Schedule |
| Property purchased in 2004 and PRIOR | | | 25% |
| Property purchased in 2005 | | | 30% |
| Property purchased in 2006 | | | 40% |
| Property purchased in 2007 | | | 50% |
| Property purchased in 2008 | | | 60% |
| Property purchased in 2009 | | | 70% |
| TOTAL COST ALL PROPERTY | | | |

LEASED EQUIPMENT

| LEASE COMPANY NAME | ADDRESS | EQUIPMENT LEASED | DATE IN SERVICE | ORIGINAL COST |
|--------------------|---------|------------------|-----------------|---------------|
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IMPORTANT INFORMATION

- Complete the above schedules as required, **NOTE: if this information is not provided as prescribed, the form will be incomplete and will be returned.** As required in the Code of Virginia 58.1-3518 business tangible personal property tax returns shall include information as to the total of original cost by year of purchase. The cost should be the original capitalized cost or the cost that would have been capitalized if the expense deduction in lieu of depreciation was elected under 179 of the Internal Revenue Code. **SAME AS LAST YEAR RETURNS WILL NOT BE ACCEPTED.**
- Every person who leases any equipment shall file that equipment giving the name and address of the owner. Please do not include leased vehicles on this side.
- All capitalized leased equipment should be included in the Property section of this form.